

PARKS/TRAILS PLANNER

DISTINGUISHING FEATURES

The fundamental reason the Parks/Trails Planner exists is to perform responsible, advanced level professional work related to community planning and park and equestrian trails development in the Community Services Department. This classification is supervisory. Work is performed under general supervision by the Parks, Recreation and Facilities Manager. The Parks/Trails Planner is distinguished by the Trails Planner by the supervisory and oversight of planning for the division by the former.

ESSENTIAL FUNCTIONS

Reviews, makes recommendations on and prepares amendments to the General Plan; provides parks and trails related stipulations for development proposals to ensure compliance with the General Plan, zoning and other related ordinances. Coordinates with appropriate inspection staff to implement these stipulations during the development process.

Conducts on-site investigation and analysis of park sites and trails. Participates with and may coordinate the efforts of other professional staff in preparing plans, studies, intergovernmental agreements and development agreements for parks and trails. Coordinates and oversees professional consultants for master planning and other policy studies.

Prepares and reviews individual master plans for park and trail development. Conducts original research and prepares and presents findings and recommendations; provides technical information and expert advice to staff members, other divisions, the general public and elected and appointed officials in a concise, clear manner.

Supervises a full-time Trails Planner who administers trail inventory and maintenance projects and other day-to-day trail issues and concerns. Supervises a part-time Parks/Trails Technician.

Prepares complex and professional reports and makes presentations to various Boards, Commissions, and citizen groups including the Parks and Recreation Commission, McDowell Sonoran Preservation Commission, the Planning Commission, City Council and other Task Forces using a variety of media and presentation materials.

Operates Autocad, personal computer word processing and other related software.

Represents the City at meetings with outside organizations and citizens groups. Acts as a City resource for various trail special interest groups. Seeks out the assistance of other staff members on complicated issues to ensure that all possibilities have been explored which lead to a sound and defensible position.

Participates in the development, submittal and monitoring of the annual budget.

Represents the Community Services Department in coordination of City and privately sponsored development projects.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles, practices, and methods used in urban planning and development.

The practical aspect of zoning as it relates to parks and trails.

The principles of landscape architecture, design and construction.

General maintenance methods for parks and trails.

Trees, shrubs and plants best adapted to native and central Arizona.

Ability to:

Apply planning principles to work assignments and develop creative solutions to problems.

Collect and analyze data.

Make complex mathematical calculations.

Effectively communicate verbally and in writing

Make presentations to City Council and Commissions.

Interpret City ordinance and policies.

Prepare landscape designs, perspective drawings and color renderings.

Establish and maintain effective working relationships with City Officials, other professionals, governmental jurisdictions, citizens, and co-workers.

Operate a personal computer and related software for long periods of time.

Lift and carry architectural plans.

Effectively supervise staff.

Maintain regular consistent attendance and punctuality.

Develop, submit and monitor a budget.

Prepare and review individual master plans for park and trail development.

Conduct original research and prepare and present findings and recommendations.

Provide technical information and expert advice to staff members, other divisions, the general public and elected and appointed officials in a concise, clear manner.

Education & Experience

A Bachelor's degree in Landscape Architecture, Planning or a closely related field

Two years of professional parks and trail planning experience.

Public sector experience and graduate work preferred.

Previous work experience with special interest groups and/or parks and trails planning organizations desirable.

Registration as a professional Landscape Architect in the State of Arizona is preferred.

Previous supervisory experience highly desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified